



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolution Approving Job Specification and Salary Range for the Position of Facilities Supervisor. (Public Works).

**MEETING DATE:** Wednesday, January 2, 2001

**actual date:** January 1, 2002

**SUBMITTED BY:** Human Resources Director

**RECOMMENDED ACTION:** Adopt Resolution Approving Job Specification and Salary Range for the Position of Facilities Supervisor (Public Works).

### BACKGROUND INFORMATION:

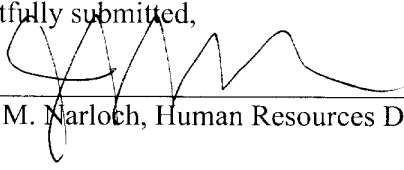
The Facilities Supervisor presented here represents a new class specification with a new salary range. Although funding was approved in the 01-02 Public Work's Fleets & Facilities division's operating budget, the department in conjunction with Human Resources has been evaluating the divisions organizational structure before actually filling it. The Facilities division currently has one (1) Senior Facilities Maintenance Worker and two (2) Facilities Maintenance Workers who under the Fleets and Facilities Manager currently maintain a total of 15 buildings and associated equipment totaling approximately 201,820 square feet, serving the entire City except for Parks and Recreation and Community Center Facilities. By creating the position of Facilities Supervisor it will allow for the division to complete work that has been pending due to staffing. It is also the divisions goal to contract more services out to contractors including, HVAC and roof repairs, currently the janitorial and pesticide services are being performed by contractors. With all of the new construction in the City of Lodi, there will be additional buildings to maintain and by adding the new position it will allow for this person to oversee the contracted services to reduce the need for new staffing in the future. If approved by City Council, this classification will be placed in the Maintenance and Operators Bargaining Unit.

It is recommended to approve the class specification attached (Exhibit A) with the following salary range:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$3,270.19	\$3,433.70	\$3,605.38	\$3785.65	\$3,974.94

**FUNDING:** Currently funded in FY 2001-2002 budget.

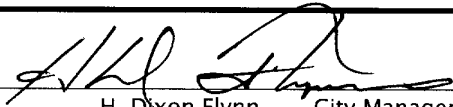
Respectfully submitted,

  
Joanne M. Narloch, Human Resources Director

cc: City Attorney  
Richard Prima, Public Works Director

Prepared by Amy Flores, Management Analyst

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

CITY OF LODI

"Date"

**FACILITIES SUPERVISOR**

**DEFINITION**

Plans, assigns, supervises, and reviews the work of building maintenance personnel in the Facilities Division of the Public Works Department. Assigns and reviews the work of multiple field crews; performs a variety of administrative duties and other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a supervisory level class in the Fleet and Facilities Division of the Public Works Department. Persons in this class assist the Fleet and Facilities Manager in the management of the division; they are distinguished from the Manager by the lesser extent of policy-making and other managerial responsibilities and from the facilities services staff by the greater extent of technical knowledge and management of contracted services.

**SUPERVISION EXERCISED AND RECEIVED**

Exercises direct supervision over subordinate maintenance positions.  
Receives general supervision from the Fleet and Facilities Manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, assigns, supervises, and reviews the work of subordinate personnel;
- Assists in program development and management for the Facilities Division;
- Assists in budget development and administration;
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluations, training, selection, dismissals, transfers and disciplinary actions;
- Participates in the construction, remodel and maintenance of facilities, buildings, and structures, equipment, and building support systems;
- Prepares work schedules;
- Inspects facilities that are cleaned/maintained/repared by contractors for compliance to contract and safety hazards;
- Supervises and assists staff and contractors in the management and monitoring of Heating, Ventilation, and Air Conditioning (HVAC) systems and controls;
- Supervises, schedules and directs contract services for the division;
- Schedules, supervises, and does maintenance on equipment and tools;
- Maintains a variety of administrative records and reports;
- Reads and interprets construction plans and specifications;
- Operates Facilities Division equipment and trains subordinates in the safe handling and operation of equipment.
- Prepares specifications and assists in bidding of contracted services;

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## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Methods, materials, procedures, and equipment used in the general construction, repair, and maintenance of facilities;
- Principles and techniques of supervision;
- Purposes and uses of a variety of equipment, power tools, hand tools, and vehicles used in facility construction and maintenance;
- Practices and procedures of building maintenance;
- Federal and State regulations governing facilities; Building Code requirements;
- Contracting and subcontracting practices and procedures;
- Safety principles, practices, and procedures;
- Operation, mechanics, and maintenance of heating and cooling systems;
- Fundamentals of carpentry, plumbing, cement, electrical, key systems and machinery work.

### **Ability To:**

- Supervise, schedule and review the work of others;
- Estimate materials and equipment, time, and resources required to accomplish division projects;
- Operate a variety of hand and power tools, equipment, and vehicles; and utilize testing equipment;
- Train, direct and operate in the use of heavy power driven equipment used in facility construction and maintenance;
- Read and interpret plans and specifications;
- Perform a variety of construction, maintenance, and repair tasks related to facilities;
- Communicate clearly, orally and in writing;
- Keep records accurately and neatly;
- Use and operate personal computer, related software and peripheral equipment;
- Establish and maintain cooperative working relationships with the public, contractors, vendors and employees.

## **EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

### **Education:**

Equivalent to the completion of high school.

**Experience:**

Five (5) years experience in facilities maintenance or related field including two years of which were in an administrative or lead worker capacity.

**LICENSES & CERTIFICATES**

- Possession of a valid (class C) Driver's License issued from the California Department of Motor Vehicles.

RESOLUTION NO. 2002-06

A RESOLUTION OF THE LODI CITY  
COUNCIL APPROVING THE JOB  
SPECIFICATION AND SALARY RANGE  
FOR FACILITIES SUPERVISOR

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the job specification for the Facilities Supervisor, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, that the City Council hereby approves the salary range as follows:

<u>Facilities Supervisor</u>				
S T E P				
A	B	C	D	E
\$ 3,270.19	\$ 3,433.70	\$ 3,605.38	\$ 3,785.65	\$ 3,974.94

Dated: January 2, 2002

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I hereby certify that Resolution No. 2002-06 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 2, 2002 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi, and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

2002-06

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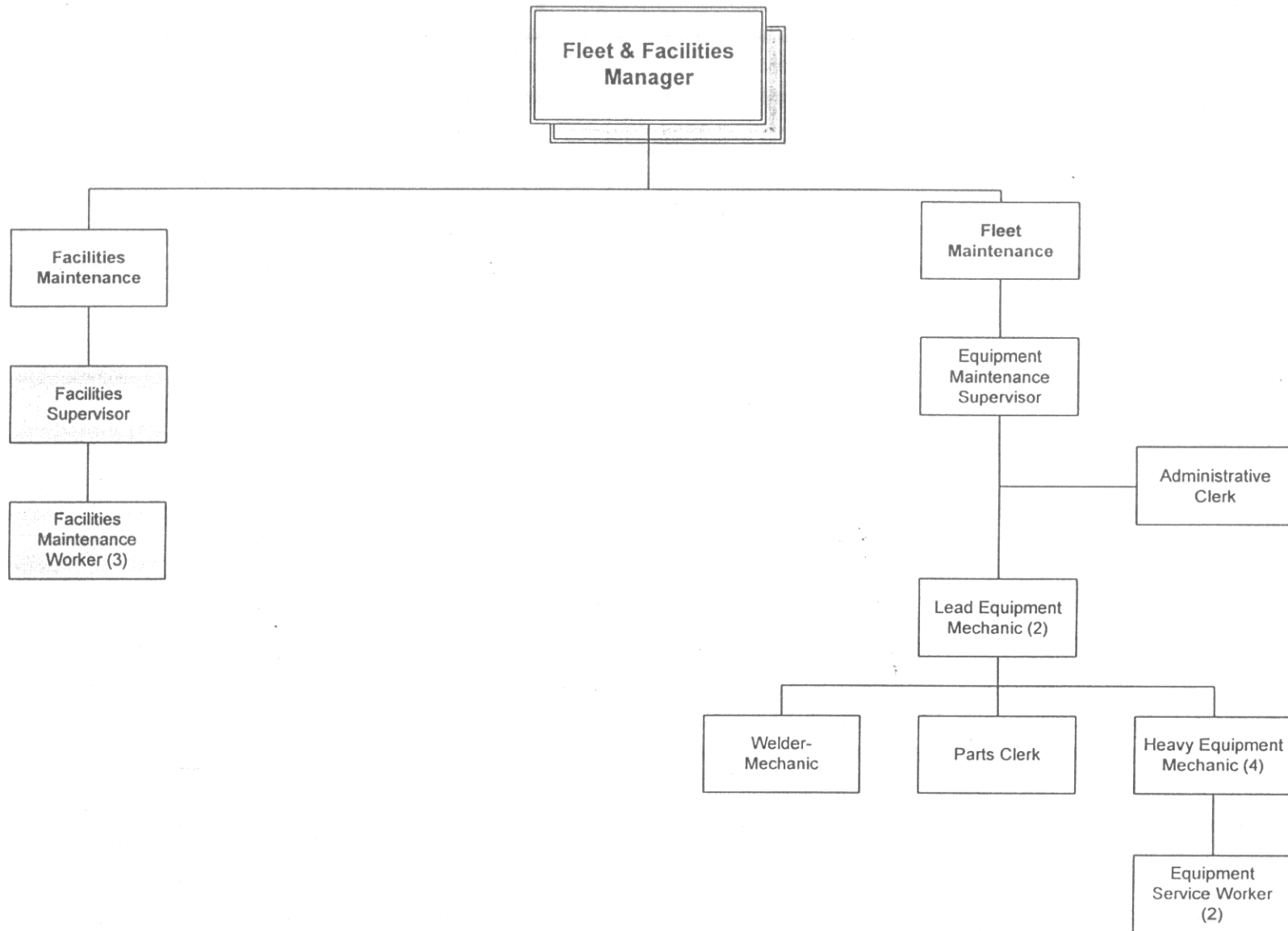
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Public Works Department  
Fleet & Facilities  
Maintenance Division  
Proposed Addition To Organization Chart



# PUBLIC WORKS Administration & Transportation

## Proposed Addition To Organization Chart

